

***United States Court of Appeals  
for the Second Circuit***



**VACANCY ANNOUNCEMENT**

***September 29, 2010  
Reference# FY10-31***

***Position Title:*** College Intern (Paying)  
***Location:*** Office of the Clerk, 500 Pearl Street, NYC  
***Salary Range:*** College Students: \$13.57/hr.  
***Closing Date:*** October 29, 2010

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***Position Overview:*** The Clerk's Office seeks an intern to perform various administrative duties to include: filing, copying, scanning, retrieving and boxing documents, labeling records, using the Court's database to check the status of cases.

***Requirements:*** Applicant must be able to work at least 16 hours per week. Schedule to be determined.

**Application Procedure:** Please submit a cover letter and two resumes to:

United States Court of Appeals, Second Circuit  
500 Pearl Street, Room 540  
New York, NY 10007  
Attn.: Human Resources, Reference #FY10-31

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER**